

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water Supervisor	Job Family: III
General Classification: Professional	Job Grade: 19

Definition: To plan, organize, direct and supervise the water treatment and distribution system within the Water/Wastewater Section; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised: Receives direction from the Utilities Services Manager; exercises direct supervision over assigned maintenance, clerical and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the water treatment and distribution system; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in the maintenance, repair and installation of the water treatment and distribution system. All information should be recorded in the City's CMMS system.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities to City, County and State departments.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff and equipment; monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
8. Perform the most complex water treatment and distribution system maintenance duties; provide technical assistance to crews.
9. Coordinate with contractors in providing contract services.
10. May be designated as chief operator as needed.

11. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of water treatment and distribution system design, installation and maintenance; equipment, tools and materials used in the maintenance and repair of water treatment and distribution systems; principles of supervision, training and performance evaluation; principles of municipal budget administration; modern office procedures, methods and computer equipment and related software; principles and practices of safety management and training related to area of responsibility; and pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct water treatment and distribution system operations; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; effectively utilize automated computers and automated systems; develop and recommend systems and procedures related to assigned operations; develop cost estimates for supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible experience in water treatment and distribution system maintenance, including two years of lead responsibility. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of a State of California Grade IV Water Distribution Certificate and a Grade II Water Treatment Operator Certificate.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established October 1991

Revised April 2005

CLASS SPECS

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